

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
(415) 865-4370 Web site: www.courtinfo.ca.gov/jobs (415) 865-4327 Fax

EMPLOYMENT OPPORTUNITY

JOB TITLE: Court Facilities Analyst
(Staff Analyst I)

JOB REQUISITION: 2363

LOCATION: Burbank, CA

SALARY: \$3,897 - \$4,738 per month
(Starting salary may vary between \$3,897 and \$4,287)

The Court Facilities Analyst, with the Planning Services Team, in the Office of Court Construction and Management (OCCM), will assist in the planning of a broad scope of tasks related to court facilities. The role of the Planning Services Team is to develop a long range capital outlay plan for court facilities, develop county master plans and provide project specific planning analyses. Specifically, this team provides long-term assessment and planning of capital project needs through strategic, five-year capital facility, master, operational, and maintenance planning.

RESPONSIBILITIES

- Preparing and reviewing analytical and technical reports and preparing a variety of written materials;
- Compiling project and program data and preparing cost data analysis;
- Preparing preliminary budgets and capital outlay plans;
- Consulting with trial and appellate courts regarding facility issues;
- Preparing presentation materials;
- Preparing documents related to procuring and administering contracts;
- Preparing meeting minutes; and
- Other duties and tasks as assigned.

MINIMUM EDUCATION AND EXPERIENCE

Equivalent to possession of a bachelor's degree.

Must be available for occasional overtime and/or weekend hours.

QUALIFICATIONS

College major coursework in business administration, public administration/public policy, environmental planning/policy, urban planning, or architecture.

Court Facilities Analyst

Page Two

Knowledge of:

- Quantitative and qualitative analysis of data;
- Accounting;
- Lease and contract procedures;
- Principles and practices of public administration;
- Principles and techniques of preparing effective oral presentations; and
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Compile, analyze, and summarize information and data;
- Analyze and formulate solutions to issues;
- Understand and explain statistical and other qualitative information;
- Prepare and edit clear and concise reports, correspondence, and a variety of other written materials;
- Prepare and present oral presentations and briefings; and
- Operate personal computers and use specific computer applications including word processing, spreadsheet, database and project management software.

DESIRABLE QUALIFICATIONS

Familiarity with the operation of courts and knowledge and/or experience in public administration, land use and/or facility and capital outlay planning, data analysis, building design and real estate is highly desirable.

TO APPLY

This position requires the submission of our official application and response to the attached supplemental questionnaire. Resumes without these materials will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled.

Please refer to “**Court Facilities Analyst, Job Req. #2363**” on your application materials and all correspondence. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers/onlineapp.htm>.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3660
415-865-4272 Telecommunications Device for the Deaf

The Administrative Office of the Courts Is an Equal Opportunity Employer.

A supplemental questionnaire follows this announcement.

Supplemental Questionnaire
Court Facilities Analyst, Job Req. #2363
(Staff Analyst I)

This supplemental questionnaire must be completed and returned with your application in order for your application to be considered for review. This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications. Your response should not exceed two pages in total.

1. Analysts are often required to conduct analytical studies that require research, analysis, and recommendations. Please describe the types of analytical projects you have worked on, your role in these projects, and for which employer(s) or college class you performed this function.
2. Analysts are often required to make presentations to management and/or committees. Please describe your experience in making presentations to decision-making individuals or groups and for which employer(s) you performed this function.
3. Please describe your writing skills, and the experience you have had writing memoranda/ reports.